January 2024

Work Health and Safety (Mines and Petroleum Sites) Regulation 2022

# Plan to prepare for third or more attempt of certificate of competence examinations

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| Applicant details |
| Name |       |
| Certificate of competence applied for  |       |
| Date |       |

# Lodgement information

For help with lodging this application, or for more information

about certifications in New South Wales, contact:

Mining Competencies and Authorisations

Phone +61 1300 814 609 – option 2 then 3 (8.30am – 4.30pm)

mca@regional.nsw.gov.au

## When and how to use this form

* It must be attached at the bottom of your application in the Resources Regulator portal when applying for a certificate of competence for the **third time or each subsequent application.**
* Your plan will be considered for approval with your application for the certificate of competence and you will be notified of the outcome.
* The Resources Regulator will review your plan.
* You should attempt to complete each section of the form for the type of preparation you may undertake. If you cannot undertake that activity, note that and the reasons why.
* Anybody else can complete the form to assist them to prepare for the examinations.

## Planned activities

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| Review the resources available on the [NSW Resources Regulator website](https://www.resourcesregulator.nsw.gov.au/safety/certification/certificates-of-competence/exam-preparation) and maintain a folder to download and keep records |
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| Create and maintain a calendar of reminders for when key examination activities are to be completed eg. date by which to register for an oral exam (refer [NSW Resources Regulator website exam calendar](https://www.resourcesregulator.nsw.gov.au/safety/certification/certificates-of-competence/exam-calendar)) |
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| Join a formal or informal program for mentoring, coaching, or both |
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| Form or join a study group of candidates undertaking the examinations |
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| Organise mine site visits to develop knowledge (refer to [Mines visit logbook on exams preparation webpage](https://www.resourcesregulator.nsw.gov.au/safety/certification/certificates-of-competence/exam-preparation)): |
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| Other preparation you have completed, not specified above: |
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